

SUMMARY WORKSHEET FOR ESTIMATING FORMS COSTS

(See Instructions on reverse)

1. DEPARTMENT OR AGENCY		2. BUREAU, SERVICE OR COMMAND	
3. FORM NUMBER	4. FORM TITLE	5. ESTIMATE PREPARED BY	6. DATE

	FORMS ACTIVITY	DEVELOPMENTAL (ONE-TIME COST) <i>(Includes analysis, design and composition)</i> (A)	OPERATIONAL (ANNUAL COST)			
			PRINTING OR REPRODUCTION (B)	STOCKING (C)	DISTRIBUTION (D)	TOTAL (B + C + D) (E)
IN-HOUSE COSTS	7. SALARIES					
	8. PERSONNEL BENEFITS					
	9. OVERHEAD					
	10. EQUIPMENT					
	11. SUPPLIES					
	12. SPACE					
	13. TOTAL ▶	\$	\$	\$	\$	\$
CON- TRACTOR COSTS	14. TOTAL ▶	\$	\$	\$	\$	\$
	15. GRAND TOTAL ▶	\$	\$	\$	\$	\$

REMARKS

INSTRUCTIONS FOR ESTIMATING FORMS COSTS

Forms Costs include one-time developmental costs and operational costs for the last fiscal year.

Developmental Costs include costs relating to the printing or reproduction, stocking, and distribution of the form.

Operational Costs include costs relating to the printing or reproduction, stocking, and distribution of the form.

Personnel Benefits include the cost of the Government contributions for employee health, life insurance, and retirement.

Overhead Costs include the cost of supervisory and staff services.

ITEMS 1 thru 6: Self-explanatory.

DEVELOPMENTAL (ONE-TIME COST)

ITEM 7: Salaries - Compute the average grade and step of forms management personnel. Look up the current salary for that grade and step. Add any overtime costs. Assume that all salary costs are based on productive time. Enter the result in the space provided in column (A).

ITEM 8: Personnel Benefits - Take 10% of the figure entered in item 7(A), Salaries. Enter the result in column (A).

ITEM 9: Overhead - Take 25% of the figure entered in item 7(A), Salaries. Enter the result in column (A).

ITEM 10: Equipment - Depreciate Government-owned equipment over 5 years. Calculate the percentage of the cost of the equipment that can be charged to the creation of the form. Prorate rental or lease charges and maintenance costs. Add the resulting figures and enter the total in column (A).

ITEM 11: Supplies - Total estimated cost of office supplies used in creating the form. Enter in column (A).

ITEM 12: Space - Use the Standard Level User Charge for Government - occupied space. (This charge varies by building and by type of space.) Obtain the current rates per square foot from your administrative office, and use GSA standards for space requirements for different categories of personnel and equipment. Multiply the obtained SLUC charges by the percentage of time used for the development of the form and enter the result in column (A).

ITEM 13: Total - Add all the figures in column (A) to compute total in-house costs and enter the result.

ITEM 14: Total - When contractors develop forms, enter the total actual charges submitted by the contractor in column (A).

OPERATIONAL (ANNUAL COST)

Use similar procedures to compute annual costs for printing or reproducing, stocking, and distributing forms, and costs of supplies used in printing or reproduction. Enter totals on line 13 for in-house and line 14 for contractor costs. Enter total operational costs (columns B, C and D) in column (E).

TOTALS:

ITEM 15: Grand Total - Add in-house costs and contractor costs and enter sum.

ITEM 16: Remarks - Use this section, if necessary, to explain how certain costs were estimated.